

DOD Defense Media Activity

For period covering October 1, 2023 to September 30, 2024

PART A
Department
or Agency
Identifying
Information

1. Agency

1. DOD Defense Media Activity

1.a 2nd level reporting component

2. Address

2. 6700 Taylor Ave

3. City, State, Zip Code

3. Fort Meade, MD 20755

4. Agency Code

5. FIPS code(s)

4. DD80

5. 51512

PART B
Total
Employment

1. Enter total number of permanent full-time and part-time employees

1. 462

2. Enter total number of temporary employees

2. 185

3. TOTAL EMPLOYMENT [add lines B 1 through 2]

4. 647

PART C

Title Type

Name

Title

Agency Official(s) Responsible
For Oversight of EEO
Program(s)

Head of Agency

Max D. Lederer

Acting Director, Defense Media
Activity

Principal EEO Director/Official

Pedro M. Nieto Jr.

Director Equal Employment
Opportunity

Principal MD-715 Preparer

Erika Erdely

EEO Specialist

For period covering October 1, 2023 to September 30, 2024

PART D
List of Subordinate Components Covered in
This Report

**Subordinate Component and Location
(City/State)**

Country

Agency Code

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

DOD Defense Media Activity
Ft. Meade, MD

United States

OTHER

DOD Defense Media Activity
Fort Meade, MD

United States

OTHER

EEOC FORMS and Documents

Required

Uploaded

Anti-Harassment Policy and
Procedures

Y

Y

Reasonable Accommodation
Procedure

Y

Y

EEO Policy Statement

Y

Y

Personal Assistance Services
Procedures

Y

Y

Agency Strategic Plan

Y

Y

Alternative Dispute Resolution
Procedures

Y

Y

Organization Chart

Y

Y

Human Capital Strategic Plan

N

N

Results from most recent Federal
Employee Viewpoint Survey or
Annual Employee Survey

N

Y

Diversity Policy Statement

N

N

Federal Equal Opportunity
Recruitment Program (FEORP)
Report

N

N

EEO Strategic Plan

N

N

Disabled Veterans Affirmative
Action Program (DVAAP) Report

N

N

DOD Defense Media Activity

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EXECUTIVE SUMMARY: MISSION

Mission Statement

Defense Media Activity (DMA) is a mass media and training & education organization that creates and distributes Department of Defense (DoD) content across a variety of media platforms to audiences around the world.

DMA serves as a direct line of communication for news and information to U.S. forces worldwide. The agency presents news, information, and entertainment on a variety of media platforms, including radio, television, internet, print media, and emerging media technologies. DMA informs millions of active, Guard and Reserve service members, civilian employees, contractors, military retirees, and their families in the U.S. and abroad.

DMA's mission provides a broad range of high-quality multimedia products and services to inform, educate, and entertain Department of Defense audiences around the world. As listed in DoD Directive 5105.74, our five mission areas are:

1. Provide a wide variety of information products to the entire DoD family (Active, Guard, and Reserve Military Service members, dependents, retirees, DoD civilians, and contract employees) and external audiences through all available media, including motion and still imagery; print; radio; television; Web and related emerging Internet, mobile, and other communication technologies.
2. Communicate messages and themes from senior DoD leaders (Secretary of Defense, Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, Military Service Chiefs of Staff, Combatant Commanders), as well as other leaders in the chain-of-command, to support and improve quality of life and morale, promote situational awareness, provide timely and immediate force protection information, and sustain readiness.
3. Provide U.S. radio and television news, information, and entertainment programming to Active, Guard, and Reserve Military Service members, DoD civilians and contract employees, and their families overseas, on board Navy and Coast Guard ships, and other authorized users.
4. Provide, throughout the Department of Defense and to the American public, high quality visual information products, including Combat Camera imagery depicting U.S. military activities and operations.
5. Provide joint education and training for military and civilian personnel in the public affairs, broadcasting, and visual information career fields to meet DoD-wide entry level skills and long-term career development requirements. As a Defense Activity, we recognize, embrace, and support the Core Values of each of our military services. The DMA business values drive the way we conduct ourselves as a Defense Field Activity providing common services across DoD to our clients, stakeholders, and worldwide audience.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Essential Element A, Demonstrated Commitment from Agency Leadership

This element requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity. The EEO Office services information such as; complaint procedures and policy statements are posted throughout the buildings and on the DMA internal and external websites. The policy statements are reissued annually or upon assignment of a new agency director. All newly assigned personnel receive the EEO briefing and policy statements from the EEO staff as part of the Newcomers Orientation.

Essential Element B, Integration of EEO into Agency's Strategic Mission

This element requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission. The EEO mission statement is integrated into DMA's strategic mission through interactions between EEO and the Executive leadership. The EEO Director engages in all major workforce decisions and has routine access to the Agency Director, Executive Director and Senior staff. The EEO suite services programs, policies and procedures are available to all employees in writing, as well as verbally during training.

Essential Element C, Management and Program Accountability

This element requires the Agency Head and EEO Official to hold all managers and supervisors responsible for the effective implementation of the agency's EEO Program and Plan. All DMA supervisors are evaluated on whether they "ensure adherence to EEO principles and promptly address allegations of prohibited discrimination, harassment, and retaliation." The Agency has made excellent progress toward establishing a positive workplace and culture of accountability.

Essential Element D, Proactive Prevention of Unlawful Discrimination

This element requires that the agency head make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace. The agency leadership is committed to the proactive prevention of unlawful discrimination and demonstrates its commitment through the provision of training to supervisors, managers, and employees. All compliance training for employees, supervisors, and managers is delivered via informal, formal sessions and thru the learning management system managed by Chief Learning Officer team.

For FY-2024, DMA's total permanent workforce is 462. The total for all male employees is 317/462 for a 68.62% rate and the total for all female employees (protected category) is 145/462 for 31.39% rate (Table A-1). The total permanent new hires total 49 positions.

- Total Permanent Black Females category is well represented with a total of 45 employees for a rate of 11.25% versus CLF 6.61%
- Total Permanent Black Males category is well represented with a total of 74 employees for a rate of 12.31% versus CLF 5.70%
- Total Female New Hires: 20/49 for a rate of 40.82% (Table A1)
- Total Male New Hires: 29/49 for a rate of 59.19% (Table A1)
- Student Pathways Hires: 15 | Female: 10 | Male: 5 (DLA-HRIS)

Participation of Hispanics and Latinos (protected category) in the permanent workforce in under the national civilian labor force (CLF) 6.82% for males and 6.16% for females.

- Overall Hispanic Males (CLF 6.82%): Total = 19/462 for a rate of 4.11% (A1)
- Overall Hispanic Females (CLF 6.16%): Total = 6/462 for a rate of 1.30% (A1)

Essential Elements

This element requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process. DMA evaluates its EEO complaint resolution process to ensure that it is efficient, fair and impartial. The EEO Office is mandated to report on the agency's informal and formal complaint reduction rates, ADR participation rates, and timeliness of EEO counseling. The EEO office also processed on time all inquiries, surveys, employees counseling sessions, complaints, investigations, and reasonable accommodations.

Essential Element F, Responsiveness and Legal Compliance

This element requires that federal agencies be in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Pursuant to the Equal Employment Opportunity Commission's (EEOC's) Management Directive (MD) 715 guidance, all Federal managers, supervisors, human resource specialists, and EEO officials are held accountable for the effective implementation of a model EEO program. The EEO Specialist, EEO Counselors and General Counsel Representatives are responsible for processing complaints are accountable for timely compliance and implementation of EEOC orders and settlement agreements. The EEO Office implements workforce analyses and reporting, advises on outreach and retention programs and provides training and communication on EEO topics. The Director of EEO serves as the principal policy advisor to the Director and senior leaders on all EEO matters and nondiscrimination statutes, regulations and executive orders that are issue to the organization. It runs the agency's EEO complaint process (counseling, acceptance, investigation, and compliance), and issues final agency decisions based upon an investigative record or a final order after receiving and/or appealing EEOC administrative decisions.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

In the fiscal year 2024, the demographic breakdown of the permanent workforce at the Defense Media Activity reveals significant trends. Whites constitute the largest racial group, comprising 64.95% (300 individuals), followed by African Americans at 22.09% (102), Hispanics at 5.42% (25), Asians at 3.91% (18), Two or More Races at 1.96% (9), American Indian/Alaska Natives at 1.74% (8), and Native Hawaiian or Other Pacific Islanders at 0.00% (0).

DMA's self-assessment against the MD-715's six essential elements identified the following as triggers for potential barriers.

Participation of Total Females permanent workforce is under national civilian labor force (CLF) of 31.39%.

- Total Females Occupational Category Professionals: Total 24/36 for a rate of 66.67% (A3)
- Total Females GS13 Internal Promotion Selection: 3/5 for a rate of 60.00% (DLA)
- Total Females GS14 Internal Promotion Selection: 0/3 for a rate of 00.00% (DLA)
- Total Females GS15 Internal Promotion Selection: 0/1 for a rate of 00.00% (DLA)

Participation of Hispanics and Latinos in the permanent workforce is under the national civilian labor force (CLF) 6.82% for males and 6.16% for females.

- Overall Hispanic Males: Total = 19/462 for a rate of 4.11% versus CLF 6.8% (A1)
- Overall Hispanic Females: Total = 6/12 for a rate of 1.82% versus CLF 6.2% (A1)
- Total Females: 145 for a rate of 31.39% versus CLF 48.21% (A1)

Distribution Permanent Workforce by Disabilities

- Table B1 Disabilities Permanent Workforce total is 17.10% towards the EEOC 501 Goal of 12%.
- Table B1 Targeted Disabilities Permanent Workforce total is 3.25% towards the EEOC 501 Goal of 2%

DMA will continue educating the workforce and collaborating with other Department of Defense agencies to implement the best practices for recruiting, hiring, advancing, and retaining employees, and continue strategically plan with the Chief Human Capital Officer to expand outreach efforts to qualified pools of candidates.

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EXECUTIVE SUMMARY: ACCOMPLISHMENTS

During the year, the Defense Media Activity kept Department of Defense audiences around the world informed, collected and preserved the Department's visual information records and trained the Department's Public Affairs and Visual Information professionals. DMA serves as the direct line of communication for news and information to U.S. forces deployed worldwide, on land, sea, and air. It presented news, information, and entertainment through media outlets, including radio, TV, Internet, print media, and emerging media technologies.

To foster a strong EEO culture and ensure compliance, agency leadership has demonstrated a clear commitment to equal employment opportunity (EEO), communicate its importance, and hold managers accountable for creating a fair and positive workplace. The agency adopted a strong anti-harassment policy, periodically trains employees on its contents, and vigorously follow and enforce the policy and procedures. It provides clear and credible assurances that if employees make complaints or provide information related to complaints, DMA will protect the employee from retaliation, and consistently.

This year the EEO Office processed a total of 8 informal complaints, indicating concerns raised by employees regarding potential discrimination or workplace issues. Among these, the office conducted investigations into 3 formal complaints, suggesting a significant subset required further examination or resolution beyond the informal stage. The associated cost for handling these formal complaints amounted to \$13K reflecting the financial resources allocated to addressing workplace grievances and ensuring compliance with EEO regulations. Additionally, the agency internally managed antiharassment inquiries during the fiscal year which cost of \$25K. This internal complaint process signifies the organization's commitment to addressing internal issues and maintaining a fair and equitable work environment. The DMA-HQ's facility spent over approximate \$15K in reasonable accommodation equipment for our employees.

During the year DMA Leadership also hosted several college student tours and mentorship session for local college students and high school students. It was an excellent opportunity to showcase how DMA supports units by providing cutting-edge multimedia productions, public affairs training, and secure web hosting services.

Our commitment to interoperability and innovation ensures we're always ready to assist units across the DoD by effectively delivering their messages and meeting their communication needs.

- George Washington University, DC
- Howard County High schools, MD

The EEO team also conducted outreach community career fair at Hood College, Frederick, MD, Montgomery College, Rockville, MD and Saint Mary's College, Saint Mary, MD.

The Executive Team organize team-building activities and social events to foster camaraderie and strengthen relationships.

1. Executive Leadership hosted several strategic planning offsite (3-4 days workshops) to discuss the agency mission, strategic priorities, and workforce initiatives.
2. The EEO Director participated at the DoD Pentagon EEO Director's quarterly leadership meetings.
3. DMA Director hosted weekly agency leadership "Stand-up" meetings. Encourage open and transparent communication channels, where employees feel comfortable sharing ideas and feedback.
4. DMA Director and Executive Team participated in monthly engagements with Components and Special Staff.
5. DMA EEO-Director provided monthly updates to the Executive Team and briefed "State of the Agency" on all EEO programs.
6. DMA Component Leaders and Senior Enlisted Advisors visited field employees and promoted the importance of the annual command climate survey.
7. The EEO Policies were distributed to all agency employees in June 2024. EEO materials (e.g., harassment policies, EEO posters, accommodation procedures) are posted on the EEO website.
8. The CHCO Team promoted vacancies and positions to all employees via mass communication.
9. The CHCO and EEO hosted the Newcomers Orientation Brief, Employees and Supervisory EEO Training
10. The EEO Team hosted the several (virtual/training) sessions which provided tips and strategies for positive workplace strategies and conflict management.
11. The EEO Team attended the DoD Conflict Resolution Conference which provided educational workshops, certifications.
12. The EEO team provided technical knowledge to the event and updates on leadership priorities, EEO trends, policies and best practices to support the leadership and workforce.
13. The agency Supervisors conduct regular performance reviews to provide constructive feedback and identify areas for improvement.
14. The EEO and IG team completed technical staff assistance for DINFOS and AFN Pacific.
15. The CHCO and EEO completed the Federal Equal Opportunity Recruitment Plan.

In summary the agency Director and Executive Leadership visibly demonstrate their commitment to EEO by incorporating it into strategic planning, resource allocation, and performance evaluations.

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

EEO Plan

To address the identified triggers the EEO team will continue to work with DMA's Human Resources leadership and staff to create feasible plans to:

- Continue collaborating with the Executive Team and CHCO staff to strategize activities to improve the hiring activities, retention, professional development and employee relations cases in accordance with the laws.
- Ensure that EEO policies are well-defined, accessible, and consistently enforced.
- Create a workplace where everyone feels valued and respected regardless of their background or characteristics.
- Provide employees with a mechanism to resolve EEO issues without resorting to formal complaints.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

 am the
(Insert Name Above) (Insert official
title/series/grade above)

Principal EEO Director/Official for


(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with
EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date

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Agency Self-Assessment Checklist

Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.			N/A
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, ll(A)]		X		
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.				X
				Awaiting for language updates from the DoD Office for Civil Rights and Equal Opportunity Policy ; Office of the Under Secretary of Defense for Personnel and Readiness.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
A.2. The agency has communicated EEO policies and procedures to all employees.					
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]		X			Updated on June 2024 by the agency Director.
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		X			
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]		X			Located at www.dma.mil.
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]		X			Located at www.dma.mil.
A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		X			Located at www.dma.mil.
A.2.c. Does the agency inform its employees about the following topics:					
A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.		X			DMA employees are provided information on the ADR Process during on-boarding. They are also provided the information via online thru the learning management system (LMS). The agency EEO training was last conducted July-September 2024. The information is also posted on our internal agency website, which employees can access at any time.

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Agency Self-Assessment Checklist

A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.

X

Employees are provided information on the ADR Process during on-boarding. They are also provided the information via online thru the learning management system (LMS). The agency EEO training was last conducted August-September 2024. The information is also posted on our internal agency website, which employees can access at any time.

A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.

X

Employees are provided information on the reasonable accommodation program during on-boarding. They are also provided the information via online thru the learning management system (LMS). The agency EEO training was last conducted August-September 2024. The information is also posted on our internal agency website, which employees can access at any time.

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Agency Self-Assessment Checklist

A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.

X

Employees are provided information on the anti-harassment program during on-boarding. They are also provided the information via online thru the learning management system (LMS). The agency EEO training was last conducted July-September 2024. The information is also posted on our internal agency website, which employees can access at any time.

A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.

X

Employees are provided this information during on-boarding. They are also provided the information via online thru the learning management system (LMS). The agency EEO training was last conducted July-September 2024. The information is also posted on the internal agency website, which employees can access at any time.

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 Compliance Indicator	A.3. The agency assesses and ensures EEO principles are part of its culture.	Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No		
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .		X			Support for the Equal Employment Program is a performance standard for all DMA employees. Those whom exceed the standard are marked "Exceeds Standard" as part of their annual performance appraisal.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			The agency completed the DEOCS for this fiscal. We attached the results in Supporting Documents.

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Agency Self-Assessment Checklist

Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
 Measures		Yes	No		N/A
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			The EEO Director reports to the Agency Head/ Executive Director.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			The EEO Director reports to the Agency Head/ Executive Director.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			The EEO Director participates on the weekly meetings for senior officials and special staff (Stand-Up and Look-Ahead recurrent meetings). The EEO Director also meets monthly with the Agency Head/ Executive Director and Senior Management Officials.
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			June 2024.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			The EEO Director meets monthly with the Agency Head/Executive Director and Senior Management Officials.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			The EEO Director provides leadership, guidance and consultation services that promote the EEO programs across all Component areas.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.			X	Pending. Awaiting for language updates from the DoD Office for Civil Rights and Equal Opportunity Policy ; Office of the Under Secretary of Defense for Personnel and Readiness.

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Agency Self-Assessment Checklist

Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X			Assessing the workforce tables A/B from the ADVANA and FEDSEP data sources.
B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		X			
B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]		X			
B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]		X			
B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]		X			
B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		X			
B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]		X			
B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]		X			
B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.		X			The workforce tables (demographics) are provide thru the Defense Logistics Agency Human Resources Field Services. The DMA-CHCO team provides the Applicant Flow Data from USA Staffing. The system has minor discrepancies transferring data to compatible applications.
B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		X			

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B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X						
B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X						
B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X						
B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			All new counselors and investigators received the required 32 hours of training.			
B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			All EEO collateral duty employees are in compliance with the 8 hours training requirements.			
 Compliance Indicator				Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures							
	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills			Yes	No	N/A	
B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:							
B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X						
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X						
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X						
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]						X	Awaiting for language updates from the DoD Office for Civil Rights and Equal Opportunity Policy ; Office of the Under Secretary of Defense for Personnel and Readiness.
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X						

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.6. The agency involves managers in the implementation of its EEO program.				
B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]		X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		DMA participated in virtual focus, assessments and onsite leadership engagements during the 4th Quarter. The next audits are planned in collaboration with the Inspector General Team and Senior Management Team.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		DMA has facilities around the world on various continents. EEO typically conducts audits of those facilities as needed. DMA participated in virtual assessments and interviews/focus groups as needed.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			The EEO team also provided training to reinforce the policy and procedures. Per operation instruction 20-22 Harassment Prevention and Response Program
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X			
C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			The policy and procedures were issued June 6, 2024. The EEO team also provided training to reinforce the policy and procedures.
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]		X			The policy and procedures were issued June 6, 2024. The EEO team also provided training to reinforce the policy and procedures.
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		X			

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C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			DMA OI 10-11, Procedures for Providing Accommodation for Qualified Individuals with Disabilities.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			15 days with of extension.
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X			Located at www.dma.mil.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Yes	No	N/A	
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X			
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:					
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]				X	Awaiting for language updates from the DoD Office for Civil Rights and Equal Opportunity Policy ; Office of the Under Secretary of Defense for Personnel and Readiness.
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]		X			Evaluates the effectiveness of the enterprise-wide EEO program and researched, analyzed, and maintained all internal and external reporting requirements.
C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X			
C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X			The CHCO currently provides enterprise workforce demographics data to the EEO team, however does not provide all the data fields required for FEDSEP. The DoD Advana platform has improved however does not provided all the accurate data elements per EEOC FEDSEP formats. Access to the systems requires familiarization and training to monitor EEO trends.
C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X			
C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:					
C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		X			

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C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			Examples: Conducted presentations to local colleges and universities to qualified pools of candidates. Supports Garrison Veterans Outreach activities at Fort Meade, MD
C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			The CHCO team provides their insight and expertise concerning the collection of data, identifying triggers and strategies to mitigate/overcome the barriers.
C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			The CHCO team provides their insight and expertise concerning the collection of data, identifying triggers and strategies to mitigate/overcome the barriers.
 Compliance Indicator				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures				
C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			Yes. We had one disciplined case 9/2024.
C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	X			The EEO office provides update to managers and supervisors via briefings, training, and data reports such as; the No FEAR report and the MD-715,
	C.6.b. Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X		
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X		
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]				X Awaiting for language updates from the DoD Office for Civil Rights and Equal Opportunity Policy ; Office of the Under Secretary of Defense for Personnel and Readiness.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			The EEO and agency collaborators review complaint/grievance data; employee climate surveys; anti-harassment program and private discussions with employees.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	D.3. The agency establishes appropriate action plans to remove identified barriers.	X			The agency established the Workforce of the Future Initiatives to achieve strategic goals which included actions that promote and support a positive work environment enforces the agency EEO Model.
D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		X			Permanent workforce under the national civilian labor force (CLF) per Table A1 . • Hispanic Males: 19/462 for a rate of 4.12% /6.82% CLF. Reflects a net change of -6/25 and 0.24% . • Hispanic Females: 6/462 for a rate of 1.30%/6.16% CLF. Reflects a net change of -6/12 and .050% • Females Total :145 for a rate of 31.39% /48.21% CLF. Reflects a net change of -54 and -27.13%.
D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			Located at www.dma.mil.
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Essential Element: E Efficiency

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.	X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			On average, it takes 30 days for acceptance/dismissal letters to be sent after the issuance of the written Counselor Report.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			DMA utilizes the Investigations and Resolutions Directorate (IRD), Defense Civilian Personnel Advisory Service, Department of Defense, for its investigations. The service is free to DMA. DMEC cannot influence when IRD completes its investigations, but DMEC will hold them accountable for poor work products.

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E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			DMEQ does not discuss EEO issues or process documents through the General Counsel who is defending the Agency.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			Third Party Officials.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	X			
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No		
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				

E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			The agency has a decentralized collection system and follow departmental procedures and EEO compliance procedures.
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			DoD HRIS system.
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			Access via OSD-ADVANA platform.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			DMA Operating Instruction 20-22 Harassment Prevention and Response Program
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.	X			EEO monitors and analyzes agency's EEO trends and briefs Agency Director on any concern(s) that may need additional intervention.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO reviews best practices from other Department of Defense agencies, and determines which practices should be adopted by our office to improve our business processes.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist

Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.			
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		The CHCO Team and the General Counsel are responsible for the procedures associated with tracking and monitoring compliance. CHCO/ Employee Relations reports and monitors settlement compliance activities. Shares data with EEO for accountability measures for ensuring compliance. The GC when applicable trains managers and employees on the requirements of resolutions/settlement agreements.
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X		

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.				
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			The agency submits the information on time.
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			The agency submits the information on time.

Essential Element: O Other

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Plan to Attain Essential Elements

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Plan to Eliminate Identified Barriers

PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A2				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Total Female in the total permanent workforce is 31.39% below the national civilian labor force (CLF) . Overall Total Females: 145/462 for a rate of 31.39%. This is 16.81% below the national civilian labor force (CLF) of 48.21% .				
STATEMENT OF BARRIER GROUPS:	Barrier Group All Women				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td>Underrepresentation of Females across the permanent workforce</td><td>Analyzed workforce demographics. Although, the policies and procedures are the same, we will determine if there are any concerns with practices that could be potential barriers.</td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice	Underrepresentation of Females across the permanent workforce	Analyzed workforce demographics. Although, the policies and procedures are the same, we will determine if there are any concerns with practices that could be potential barriers.
Barrier Name	Description of Policy, Procedure, or Practice				
Underrepresentation of Females across the permanent workforce	Analyzed workforce demographics. Although, the policies and procedures are the same, we will determine if there are any concerns with practices that could be potential barriers.				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2024	10/30/2026	Yes	09/30/2024		DMA EEO and Management Officials will monitor hiring activities to ensure applicants must have a full and fair opportunity for employment, career advancement, and access to programs per laws.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Human Capital Officer	Darnell A. Murphy	Yes
EEO Director	Pedro M. Nieto	Yes
Branch Chief Civilian Personnel	Maliki Connor	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2026	Monitor hiring activities to ensure applicants must have a full and fair opportunity for employment.	Yes	09/30/2024	
09/30/2026	The Agency's social media accounts (i.e., Instagram, Facebook and LinkedIn are branding/engagement tools used to expand efforts to connect/engage with the public.	Yes	09/30/2024	

Report of Accomplishments

Fiscal Year	Accomplishments
2024	DMA attended and conducted outreach virtual and promoted nationally job vacancies and opportunities. DMA employees attended DOD partnership venues events that promote the agency brand, mission and services to the military.
2024	The Defense Media Activity (DMA), including the Defense Information School (DINFOS), hosted university students for a visit that included a tour and discussions about military communication and media, with a focus on modern challenges and the role of American Forces Network (AFN).

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Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Total Female Hispanics /Latinos in the total permanent workforce is 1.30% below the national civilian labor force (CLF) . Total Hispanic Females = 6/462 for a rate of 1.30% . This is 4.86% below the national civilian labor force (CLF) of 6.16%.				
STATEMENT OF BARRIER GROUPS:	Barrier Group Hispanic or Latino Females				
Barrier Analysis Process Completed?:	Y				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Underrepresentation of Hispanic Females in the DMA Permanent Workforce	Description of Policy, Procedure, or Practice Analyzed workforce demographics versus CLF 6.16% (Table A1) Total Hispanic Females = 6/462 for a rate of 1.30% (Table A3) Total Hispanic Females in Supervisors Category = 1/12 for a 8.34% (Table A3) Total Hispanic Females in Managers Category = 0/67 for a 0.00% (Table A3) Total Hispanic Females Total Management Category = 1/94 for a 1.07% (Table A3) Total Hispanic Females Professionals Category = 5/326 for a 1.54% (Table A3)			
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2024	09/30/2026	Yes	09/30/2024		DMA EEO and Management Officials will monitor hiring activities to ensure applicants must have a full and fair opportunity for employment, career advancement, and access to programs per laws.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
CHCO		Darnell Murphy		Yes	
Chief Civilian Personnel		Maliki Connor		Yes	

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Plan to Eliminate Identified Barriers

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Director	Pedro M. Nieto	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2026	Monitor hiring activities to ensure applicants must have a full and fair opportunity for employment.	Yes	09/30/2024	
09/30/2026	Conduct local and national virtual outreach activities in universities/colleges, and organizations with potential qualified applicants.	Yes	09/30/2024	

Report of Accomplishments

Fiscal Year	Accomplishments
2024	DMA officials published and promoted vacancies in multiple social media platforms and targeted groups.
2024	EEO conducted presentations during career outreach activities at local venues and colleges MD. The event hosted approximately 600 attendees.

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Plan to Eliminate Identified Barriers

PART I.3

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A1	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Total Male Hispanics /Latinos in the total permanent workforce is 4.12% below the national civilian labor force (CLF) . Overall Hispanic Males Total = 19/462 for a rate of 4.12% . This is 2.70% below the national civilian labor force (CLF) of 6.82%.	
STATEMENT OF BARRIER GROUPS:	Barrier Group Hispanic or Latino Males	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	Y	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Hispanic males have a low participation employment rate.	Description of Policy, Procedure, or Practice Hispanic employee participation is 2.70% below the National Civilian Labor Force statistic of 6.82%. Analyzed workforce demographics versus CLF 6.16% (Table A1) Total Hispanic Males = 19/462 for a rate of 4.12% (Table A3) Total Hispanic Males in Supervisors Category = 0/12 for a 0.00% (Table A3) Total Hispanic Males in Managers Category = 3/67 for a 4.48% (Table A3) Total Hispanic Males Total Management Officials Category = 3/94 for a 3.20% (Table A3) Total Hispanics Professionals Category = 15/326 for a 4.61% (Table A3)

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2024	09/30/2026	Yes			DMA EEO and Management Officials will monitor hiring activities to ensure applicants must have a full and fair opportunity for employment, career advancement, and access to programs per laws.

Responsible Official(s)

Title	Name	Standards Address The Plan?
CHCO: Branch Chief Civilian Personnel	Maliki Connor	Yes
Director EEO	Pedro M. Nieto Jr.	Yes
CHCO	Darnell Murphy	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2026	Monitor hiring activities to ensure applicants must have a full and fair opportunity for employment.	Yes	09/30/2024	
09/30/2025	The Agency's social media accounts (i.e., Instagram, Facebook and LinkedIn are branding/engagement tools used to expand efforts to connect/engage with the public.	Yes	09/30/2024	

Report of Accomplishments

Fiscal Year	Accomplishments
2024	DMA conducted local and national virtual outreach activities in universities/colleges, and organizations with potential qualified applicants.
2024	DMA hired 15 summer Pathways Interns to promoted the agency as an employer of choice.

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

a.Cluster GS-1 to GS-10 (PWD)	Answer	No
b.Cluster GS-11 to SES (PWD)	Answer	No

Table B4: DMA met the goal of 12%, of its total permanent workforce 79/462 for a rate of 17.10% for People with Disabilities (PWD). DMA Total Cluster GS-1 thru GS-10 = 19 | Total Cluster PWD is 3/19 = 15.78% DMA Total Cluster GS-11 thru SES = 438 | Total Cluster PWD is 65/438 = 14.84% DMA's breakdown by Cluster GS-1 through GS-10 (15.78), and GS-11 through SES (14.84%) Table B4

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

a.Cluster GS-1 to GS-10 (PWTD)	Answer	No
b.Cluster GS-11 to SES (PWTD)	Answer	No

Table B4: DMA met the goal of 2%, of its total permanent workforce 15/462 for a rate of 3.25% for People with Targeted Disabilities (PTWD). DMA Total Cluster GS-1 thru GS-10 = 19 | Total Cluster PTWD is 1/19 = 5.26% DMA Total Cluster GS-11 thru SES = 438 | Total Cluster PTWD is 14/438 = 3.19% DMA's breakdown by Cluster GS-1 through GS-10 (5.26%), and GS-11 through SES (3.19%) Table B4

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

DMA's EEO Director communicates the EEOC's PWD and PWTD goals with the Chief Human Capital Officer and staff, as well as to other DMA leadership regarding the need to recruit, hire, advance and retain individuals with disabilities. The Management Directive 715 reports are also posted in the agency EEO intranet. • Targeted Disabilities rates: Table B4: DMA met the goal of 2%, of its total permanent workforce 15/462 for a rate of 3.25% for People with Targeted Disabilities (PTWD).

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency's plan to improve the staffing for the upcoming year.

Answer	Yes
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2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	Michael Ball Chief Information Officer michael.a.ball32.civ@mail.mil
Processing applications from PWD and PWTD	0	0	0	DLA processes DMA applications
Processing reasonable accommodation requests from applicants and employees	1	0	0	Erika S. Erdely Reasonable Accommodation Manager erika.s.erdely.civ@mail.mil
Architectural Barriers Act Compliance	1	0	0	David Rouse Facility Manager david.a.rouse.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Pedro Nieto Director EEO pedro.m.nieto.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Darnell Murphy Chief Human Capital Officer darnell.a.murphy.civ@mail.mil

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer Yes

The staff received EEO training which included information on requesting reasonable accommodations, as well as the role of the Disability Program Manager. The training goes beyond the basics, offering workforce analytics, prohibited practices, actionable solutions for workplace accommodation challenges, practical guidance on complying with Americans with Disabilities Act (ADA) and trusted strategies for engaging in the interactive process.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

DMA-EEO has a budget allocation for staff training. The Director also seek cost effective training opportunities thru the interagency venues and partnerships such as: Job Accommodation Network, American Disability Act National Network, Department of Justice, Department of Defense EEO Directors Board, and Equal Employment Opportunity Commission. The DMA-Chief Learning Officer team also provides a training catalog with opportunities thru the learning management system portal.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

DMA promotes and encourages hiring managers to make full use of special appointing authorities, such as; Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Defense Logistics Agency (DLA) determines if an applicant is eligible for a special hiring authority, and then forwards the applicant to the DMA hiring official with an explanation of the appointment.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

Mandatory training on hiring authorities is included with the Human Resources Supervisor training.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The DMA-EEO shares updates with the Human Resources Team concerning the networks from Workforce Recruitment Program (WRP) team, Job Accommodation Network, American Disability Act National Network, and Department of Justice.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer No

b. New Hires for Permanent Workforce (PWTD) Answer No

New Hires People with Targeted Disabilities Total= 1/49 for a rate of 2.05%
(B4) New Hires People with Disabilities rates: Total 5/49 for a rate of 10.21%
(B4)

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer No

b. New Hires for MCO (PWTD) Answer No

For FY 2024 DMA tracked this type of data using the DoD Advana tool and DLA Human Resources Information Systems (HRIS) . We could not identity any triggers in this area.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer No

b. Qualified Applicants for MCO (PWTD) Answer No

We could not identity any triggers in this area.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer No

b. Promotions for MCO (PWTD) Answer No

Based on the data provided, we do could no identify triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

DMA will continue to monitor trends and review policies proposals updates, procedures and practices to determine if there are more opportunities for advancement for PWD/PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

In FY 2024, DMA offered the Workforce Development Mentoring Program, Centralized Rotation Program (CRP) and DMA Leads Program for all DMA employees. The Mentoring and CRP (detail) programs are non-competitive. We will continue to work to obtain more workforce data on our career development opportunities. The training programs include the Equal Employment Counselors, Contract Officer Representatives and Contracting Series (GS-1102).

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	1	1				
Internship Programs	15	15				
Fellowship Programs	n/a	n/a				
Mentoring Programs	20	20				
Coaching Programs	10	10				
Other Career Development Programs	1	1				
Training Programs	18	18				

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD)

Answer N/A

b. Selections (PWD)

Answer N/A

Unfortunately, this workforce data was not fully implemented for FY 2024. DLA HR Reports Team and DMA Software Solutions team are no capturing this type of data completely and accurately.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)

Answer N/A

b. Selections (PWTD)

Answer N/A

Unfortunately, this workforce data was not fully implemented by the DLA HRIS system.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer No

b. Awards, Bonuses, & Incentives (PWTD)

Answer No

Tables B9-2 Employee Recognition an Awards do not reveal any triggers with the inclusion participation rates. DOD Defense Media Activity FY 2024 Time-Off Awards 1-10 Hours | Total= 3 | PWD= 0 for 0% | PWTD= 0 for 0% Time-Off Awards 11-20 Hours | Total= 18 | PWD=6 for 33.34% | PWTD= 0 for 0% Time-Off Awards 21-30 Hours | Total= 87 | PWD=17 for 19.55% | PWTD= 6 for 6.90% Time-Off Awards 31- 40 hours | Total= 246 | PWD=44 for 17.89% | PWTD= 6 for 2.44% Time-Off Awards 41+ Hours | Total= 0 | PWD= 0 for 0% | PWTD= 0 for 0% Cash Awards \$500 and Under | Total= 53 | PWD= 2 for 13.21% | PWTD= 2 for 3.78% Cash Awards \$500-\$999 | Total= 11 | PWD= 0 for 0% | PWTD= 0 for 0% Cash Awards \$1000-\$1999 | Total= 40 | PWD= 9 for 22.50 % | PWTD= 2 for 5.00% Cash Awards \$2000 - \$2999 | Total= 179 | PWD= 30 for 16.75 % | PWTD= 6 for 33.50% Cash Awards \$3000 - \$3999 | Total= 95 | PWD=17 for 17.89% | PWTD= 3 for 3.15% Cash Awards \$4000 - \$4999 | Total= 37 | PWD=10 for 27.0 % | PWTD= 1 for 2.70% Cash Awards \$5000+ | Total= 23 | PWD=6 for 26.00 % | PWTD= 1 for 4.300%

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

Tables B9-2 Employee Recognition an Awards do not reveal any triggers with the inclusion participation rates. Quality Step Increase | Total= 49 | PWD=7 for 14.28 % | PWTD= 2 for 4.00%

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer N/A

b. Other Types of Recognition (PWTD)

Answer N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. *Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer N/A

b. New Hires to GS-15 (PWD) Answer N/A

c. New Hires to GS-14 (PWD) Answer No

d. New Hires to GS-13 (PWD) Answer No

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do have triggers in this area. * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility * Table B8 Management Positions

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer N/A

b. New Hires to GS-15 (PWTD) Answer N/A

c. New Hires to GS-14 (PWTD) Answer No

d. New Hires to GS-13 (PWTD) Answer No

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do have triggers in this area. Table B7: Occupational categories - Distribution by Disability (Participation Rate) Table B6P: Mission Critical Occupations - Distribution by Disability (Participation Rate) Table B8 : Management Positions

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

The agency is above the benchmark goal of 12% PWD per Table B8 Management Positions (Participation Rate). Total Supervisors PWD = 4/12 for a 33.34% Total Managers PWD = 16/67 for a 23.89% Total Management PWD = 26/94 for a 27.66%

6. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

The agency is above the benchmark goal of 2% PWTD per Table B8 Management Positions (Participation Rate). Total Supervisors PWTD = 2/12 for a 16.67% Total Managers PWTD = 3/67 for a 4.48% Total Management PWTD = 6/94 for a 6.39%

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer N/A

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

The agency is above the benchmark goal of 12% PWD per Table B8 Management Positions (Participation Rate). Total Supervisors PWD = 4/12 for a 33.34%

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD) Answer N/A

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

Total Management Positions: Executives PWTD Executives Participation Rate (B3)= 1/15 for a 6.67%.

Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

DMA did not have any Schedule A employees to convert.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)	Answer	No
b. Involuntary Separations (PWD)	Answer	No

Table B1-1: Total Workforce - Distribution by Disability Status (Participation Rate)

3. Using the inclusion rate as the benchmark, did the percentage of PWTB among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTB)	Answer	No
b. Involuntary Separations (PWTB)	Answer	No

DMA's Voluntary Exit Interview Survey includes questions pertaining to the improvement of recruitment, hiring, inclusion, retention, and advancement of PWD. The EEO Office also provides employees departing the agency an opportunity to verbally or written via EEO mailbox to share input and feedback. Table B1-2 Total Workforce - Distribution by Disability Status (Rate) does not reflect any triggers.

4. If a trigger exists involving the separation rate of PWD and/or PWTB, please explain why they left the agency using exit interview results and other data sources.

There are no significant triggers in these areas. The agency has unique composition with the workforce which also includes military spouses, and veterans.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The internet address is www.dma.mil.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The internet address is www.dma.mil.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

DMA collaborated with the Department of Defense's DAFA and other appropriate offices to address barrier analysis concerns for employees with disabilities, including targeted disabilities.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average time frame is 20 days for approval.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

DMA's reasonable accommodation requests have been timely processed, and no complaints were filed regarding our process. All incoming employees received a briefing on reasonable accommodation policies and procedures.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

DMA's Personal Assistance Services (PAS) policies and procedures are posted on the agency's intranet and DOD website. We did not receive any PAS requests in FY 2024.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

The annual 462 Report does have any finding of discrimination on complaints concerning disability status.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

DMA has an effective reasonable accommodations program, in the context of workplace accessibility, aims to ensure equal opportunities for individuals with disabilities by providing necessary modifications or adjustments to the job or work environment.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility * Table B8 Management Positions

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

During FY-2024 The CHCO Team promoted vacancies and positions to all employees via mass communication. The Public Affairs Office (PAO) Team announced vacancies thru major social media platforms and LinkedIn. DMA Component Areas sponsored and hosted events that promoted the agency mission and unique opportunities for employment with the DoD. The EEO team conducted local marketing and outreach thru Handshake (platform for higher educational institutions). The EEO team hosted the several (virtual/training) sessions which provided tips and strategies for positive workplace strategies and EEO laws.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

DMA will continue educating the workforce and collaborating with other Department of Defense agencies to implement the best practices for recruiting, hiring, advancing, and retaining employees, and continue strategically plan with the Chief Human Capital Officer to expand outreach efforts to qualified pools of candidates. The Reasonable Accommodation program aims to remove barriers that prevent individuals with disabilities from applying for jobs, performing the essential functions of the position, gaining access to the workplace, or enjoying equal benefits and privileges. The accommodation process is interactive, involving open communication and collaboration between the employer and the employee with a disability to find effective solutions. DMA- EEO will continue to promote the self-identification campaign for disabilities which is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.) and self-identification by demographics by ethnicity and race under the authority of 42 U.S.C. Section 2000e-16.